

Diversity and Equal Opportunity Board Meeting Minutes

Date: Tuesday, June 19th, 2007

Time: 9:30 am – 11:30 am

Location: Jack Boyd Committee Room

Board Members/Alternates Present: Steve Zornetzer, Adriana Cardenas, Sally Mauldin, Michael Dudley, Laura Doty, Dana Bolles, Mike Liu, Carolina Blake, Paul Davis, Tom Edwards, Paul Agnew, Lew Braxton, Angela Diaz, Carol Russo, Michael Marlaire, Jack Boyd, Joan Mc Cullough, Naz Hagbin, Carol Carroll

Others Present: Leticha Hawkins, Gabriella Avila, Pepsi Phounrath, Barbara Miller, Lloyd Burroughs, Brett Vu

The DEOB was chaired by Steve Zornetzer, the meeting began at 9:35 am.

Approval of Minutes – Steve Zornetzer

Zornetzer called for approval of the minutes from the last DEOB, there were no additions/changes/comments, the minutes were approved.

Feedback for Diversity Parody Pilot Presentations – Leticha Hawkins (Code H), Laura Doty (Code R), Paul Agnew (Code C), and Carol Russo (Code T)

Hawkins presented Code H feedback, the presentation was entertaining, a definition of terms is needed, also the purpose of the game needs to be specified. The audience needs to be involved with the game by answering some of the questions. Suggest performing the baseline diversity assessment before roll-out of the game to the staff. Consider tweaking the name of the game.

Doty presented Code R feedback. The EEO vs. Diversity element was clear. Questions as to what is diversity? The term has a negative sound (divisive). The discussion about inclusion was seen as a positive. Consider including some real examples pertinent to ARC. Adriana Cardenas remarked that the examples are a good idea. We don't want to include data/statistics in the game, it will look like EEO/RNO (Race and National Origin) as opposed to diversity.

Agnew presented Code C feedback. The game was very entertaining, kept audience attention, and presented the differences between EEO and Diversity. Follow-on discussion was valuable, discussed inclusion. Discussed activities within the organization and how to sustain the efforts. Discussed Code C effort of robust cross training of staff.

Russo presented Code T feedback. Had an excellent turnout of 30 people. Recommend changing the game to a 3x3 matrix. EEO/Diversity came out clear. Inclusion and team performance and the concept of high performance teams was discussed. Having senior management provide introductory comments was valuable. It is useful to utilize game formats to convey important information, the survival game is another example of an effective approach. The post game discussion was important, also we need to include contractors – they are a critical part of the team. We need a broader picture of the center plans for diversity.

Zornetzer asked about the next steps. Barbara Miller reported that the game is undergoing modification based upon the pilot feedback. Working on a strategy to solicit more game participants (contestants, MC's, etc). The plan is to roll out the game in early FY08 (October). Russo suggested that a brief communication be sent out to the staff describing the upcoming assessment survey and the Diversity game, this will clarify that these efforts are part of the cohesive approach for implementing the Diversity

plan.

MD -715 - EO Performance Indicators for EPCS – Joan McCullough (for Gail James)

The purpose of this effort is to address the MD-715 for evaluation of Managers and Supervisors. Based upon feedback from the last DEOB, the draft EPCS guidelines were too restrictive. The team reworked the draft and this was passed out to the DEOB for review, comments were solicited. Discussion of hiring as an important EPCS criteria, it was noted that this was included in the current draft. Russo commented that recognition and awards should be included. Tom Edwards had questions concerning participation in professional societies. Participation in such organizations should be related to diversity, the DEOB concurred. Mike Marlaire indicated that a more 'micro' view needs to be taken – one role of the supervisor is mentoring, this used to be an active effort at the center. Lew Braxton commented that we need to get the individual managers to understand and cross feed into the organization. Management's role and responsibility is to nurture staff to be strong contributors. Cardenas indicated that a comprehensive list of EPCS criteria was developed and is available on the HR website under performance management. Zornetzer commented that the Directors for and Division Chiefs need to council their direct reports with respect to EEO and Diversity components, it is important that this be top down to reinforce the importance. Doty commented that we need at least one metric in the EPCS for EEO/Diversity. Russo commented that these guidelines are a powerful tool to begin the dialog with employees. Mc Cullough will put these guidelines onto the HR website. It was noted that July 20th is the deadline for completing the EPCS.

MD-715 – Trend Analysis of Policies, Procedures, Practices affecting the Hispanic Advisory Committee for Employees, Women's Advisory Committee, and Employees with Disabilities Advisory Group – Dana Bolles, Carol Russo (for Eugene Tu), Laura Doty (for Paul Davis).

Bolles provided a summary of the eight findings from the Employees with Disabilities Advisory Group. The first finding was with 508 compliance and accessible software – we need to improve education and awareness – end users tend to want to waive the requirement rather than working to meet the requirement. The second finding dealt with 'letter of the law' – relocation of parking spaces for disabled employees not ideal – near dumpsters and other obstacles that make accessibility difficult. The third finding is access features that are not usable – example of the rear ramp to the cafeteria and the bushes that inhibit access. The fourth item is the lack of consistent funding from year to year, comes out of the CM&O budget which was zeroed out this year. The fifth item is construction permits – the permit board needs to consider disability needs. The sixth finding is with Visitor Requests – accessibility needs of visitors are not solicited. The seventh finding is with public events, for event planning a lead person needs to be assigned to look at accessibility for the public. The last finding is a lack of concern for enforcement, we need management accountability. There are attitudes and beliefs that need to be changed. Who at the center can hear and address such concerns? The ARC Ombuds office is the appropriate forum for such issues.

Russo reported on the issues affecting the Hispanic Advisory Committee for Employees. An end-to-end analysis of Hispanic hiring is in progress. This effort should be completed and findings will be ready to be reported at the next DEOB.

Doty reported on the progress of the Women's Advisory Committee. Findings are being summarized, and should be ready for reporting at the next DEOB.

MD-715 – Barrier Identification – Donald James

James presented a new flyer to increase awareness of the parking issue with vehicles that block access routes for disabled employees. The intent is to pass this flyer out to all trucks entering the Center. The DEOB discussed the enforcement – should we initiate immediate 'zero tolerance enforcement'? This enforcement would result in immediate fines for offenders. The DEOB decided that we should start

with a warning campaign and begin the zero tolerance enforcement in October, this would coincide with Disability Awareness Month.

MD-715 - SES Pipeline Workshop – Tom Edwards

Edwards reported that the SES pipeline workshop was postponed due to limited sign-ups. Discussion as to appropriate time to reschedule the workshop. The recommendation is to reschedule after the end of the FY. The target is to have 25 to 30 participants.

MD-715 – Report on data from the Federal Executive Institute and other sources – Sally Mauldin.

Mauldin reported that this will be her last DEOB meeting. Mauldin indicated that she has been using the latest Fed Scope data from December 2006. She is working on collating the data into a usable report. Data indicates that there are about 25% Women and 74% Men in SES. There are 17% Minority Females, and 10 to 12% Minority Males in SES. Mauldin's immediate replacement on the DEOB will be whomever is designated as acting, she wants the DEOB representative to be as senior in the management chain as is possible.

Charter for the Disability Council – Michael Dudley

Dudley provided an update, the idea is to create a Disability council that is setup similar in structure to the Safety Committee, this council will report to the DEOB. The draft charter is being vetted by existing members of the subcommittee. Discussion focusing on inclusion, accessibility, and membership.

Diversity Implementation Plan Status Update – Leticha Hawkins (for Darlene Gross)

Hawkins presented status of the effort from the Assessment, Awareness, and Action teams. A new Assessment team has been formed and is working with Westat on development of the Diversity Assessment Survey, this team is being lead by Brett Vu. The Awareness team successfully conducted the Diversity Day events and provided a recap as to the numbers who participated in each event. The Action team has been supporting the assessment survey effort. Braxton asked if the subsequent surveys will be different than the baseline assessment. The intent is to use the initial baseline survey and make minor modifications to questions if it is necessary. The contract is structured as a base year plus two option years. ARC may opt to conduct the subsequent surveys itself if we are not satisfied with the Contractor or if the budget does not allow the options to be exercised.

Ames Education and Outreach – Angela Diaz

At the March DEOB Brenda Collins presented an overview of the Education program and activities. Joan McCullough, Adriana Cardenas, and Angela Diaz held discussion on hiring officials, awareness of hiring sources, and activities. Angela reported on a meeting held with Pete Klupar for small spacecraft and use of the Space Grant Consortium which has offices in every state, the District of Columbia, and Puerto Rico. Russo asked if ARC has an education plan, Diaz responded that an Agency plan exists and is being assessed by the Center. Zornetzer commented that the summer internship program is in progress, and asked if the education office encourages Diversity and Minority student participation. Diaz responded that diversity is one of the specific criteria for the program.

New Business and Next DEOB Meeting – Steve Zornetzer

Jack Boyd commented on the new employee orientation – the question came up as to what senior management does – suggest having a representative of senior management at the next orientation. The recommendation was made that we should involve new employees with the DEOB and its subcommittees. Paul Davis commented that the role of the Union is to engage employee participation. Davis will work with Zornetzer to get new employees involved with the DEOB, progress on this effort will be reported at the next DEOB meeting. Barbara Miller wants to put together a DEOB accomplishment report for the Center Director. Miller will work with Zornetzer on development of the

report.

The next DEOB meeting was tentatively scheduled for **Thursday, July 19th either at 9:00 am or 9:30 am.** Zornetzer adjourned the meeting at approximately 11:05 am.

ACTIONS:

- 1) Monthly update to the DEOB on the Diversity Initiative – Darlene Gross
- 2) Trend analysis of policies, procedures, practices affecting the Hispanic Advisory Committee for Employees – Eugene Tu
- 3) Trend analysis of policies, procedures, practices affecting the Women’s Advisory Committee – Paul Davis
- 4) New Employee involvement in DEOB - Paul Davis, Steve Zornetzer
- 5) Draft disability council charter – Mike Dudley
- 6) Draft a Centerwide of the upcoming Diversity Plan events – Diversity Assessment and Diversity game roll out – Mike Liu, Barbara Miller